



Public Works Inspector

Job Code: 0105

Originated: 07/01

Salary Grade: 1404

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 22

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Performs technical skilled work in inspecting public works construction projects, utility work performed in the public right-of-way and oversees contract inspectors working small projects.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Performs inspections of all types of civil engineering/public works improvements built within the right-of-way and public easements and occasionally on private property in accordance with City policy and code, including such projects as streets, bridges, culverts, storm drains, water mains, utility service connections, walls and traffic signal systems.
- Inspects construction sites for public safety and traffic control. Inspects and observes construction materials and methods to insure compliance with approved plans, specifications and construction details at the construction site.
- Requests as-builts at appropriate phase of project.
- Coordinates final acceptance procedure, walk-through and letters.
- Investigates and resolves citizen and other complaints and performs related public relation activities.
- Coordinates and monitors materials testing; maintains a file on test results.
- Monitors project for public safety and check barricading.
- Prepares daily logs on the project; listing the jobs progress, delays, plan problems and inputs into automated database.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

MAG specifications and details and the practical application of these principles. Construction practices, materials, details, specifications, symbols, terminology and codes.

Inspection procedures.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

Ability to:

Read and interpret engineering drawings and specifications and compare them to work in progress.

Determine defects in construction and recommend solutions to bring project into compliance.

Make mathematical calculations – fractions, percentages and ratios and draw logical conclusions.

Keep written records and prepare basic reports.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Establish and maintain effective working relationships with co-workers, supervisors, engineers, contractors and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

A high school diploma or GED equivalent and two years experience in civil engineering work or public works construction or inspection.

Licensing and Other Requirements:

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under the general supervision of the Field Engineering Manager in the Planning and Development Services Department or a Public Works Coordinator in the Municipal Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Read blueprints and construction drawings.
- Lift manhole covers, valve keys and misc. tools weighing up to 25 lbs.

- Skillfully maneuver small or large objects; use common hand tools such as screwdrivers, pliers, or wrenches to inspect construction.
- Read and visually interpret complex plans quickly and accurately and compare them to work in progress and to measure compliance.
- Operate a variety of standard office equipment, including a computer terminal, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Operate measuring devices, camera, ladder, or other equipment as necessary to complete essential functions.
- Exposure to environmental conditions including dirt, pollen, temperature extremes, unsafe structures and heights.
- Measure distances.
- Reach, grip and move debris to gain access to or expose construction for inspection.
- Moderate physical effort in light work, typically involving some combination of bending, stooping, lifting arms above head, kneeling, crouching and crawling which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25 pounds).
- Walk across trenches and dirt piles; climbs ladders, stairs and scaffolding to perform inspections.
- Detect hazardous situations on construction sites.
- Distinguish the full range of the color spectrum.
- Operate a City vehicle to travel to/from and perform site inspections and meetings in various locations.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.